Corrections and Returns for Agency Action

Program Edit Goto System Help

Corrections and Returns for Agency Action

| Further selections | ⇨ | Search helps | | ⇨ | Org. structure |

Key date
- ◉ Today
- ○ Other keydate
  - Key Date

Selection
- Personnel Number
- Personnel area   1110
- Personnel subarea
- Employee group
- Employee subgroup

ACH File Period Selection
- For Date   09/27/2006   to
- For Seqnr   001

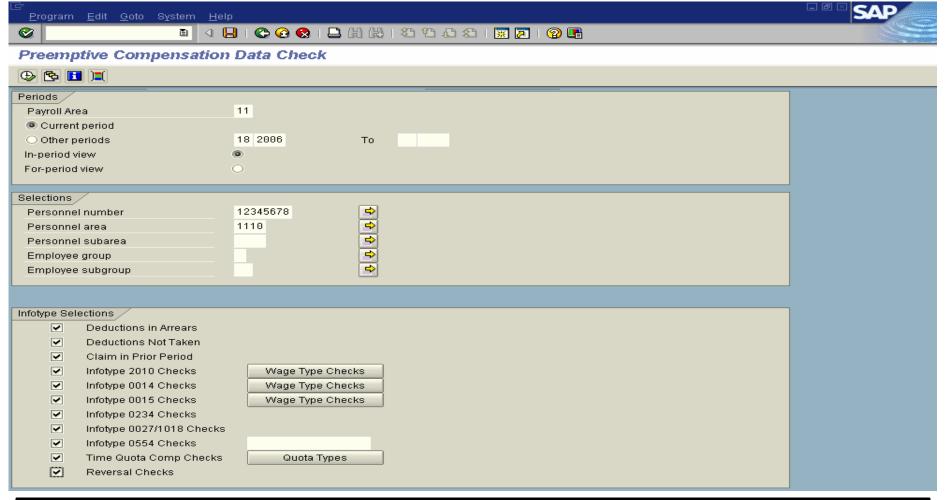| Report Name	PAY1 Report Name	Transaction Code	Use
Run Daily			
Corrections and Returns for Agency	Corrections and Returns for Agency Action	**ZHR_RPTPY151**	Displays the pre-note (for direct deposits) corrections & rejects the agency needs to correct on the employee record.

09/27/2006

1

Logged Changes in Infotype Data

[icons] Read from archive

Read documents from database
- ☑ Long-term documents
- ☑ Short-term documents

Selection

Transaction class
- ◉ Master data　　◯ Appl.data　　◯ All

Personnel number	12345678	to	
Infotype	008	to	
Changed on	09/27/2006	to	
Changed by	319438	to	

Output options
- ☐ Direct output of docs　　　☐ New page per doc.
- ☐ Output program selections　☑ Output in ALV

Sort order
- ◯ Time　◯ Personnel no.　◉ Infotype　◯ User

Default currency _____

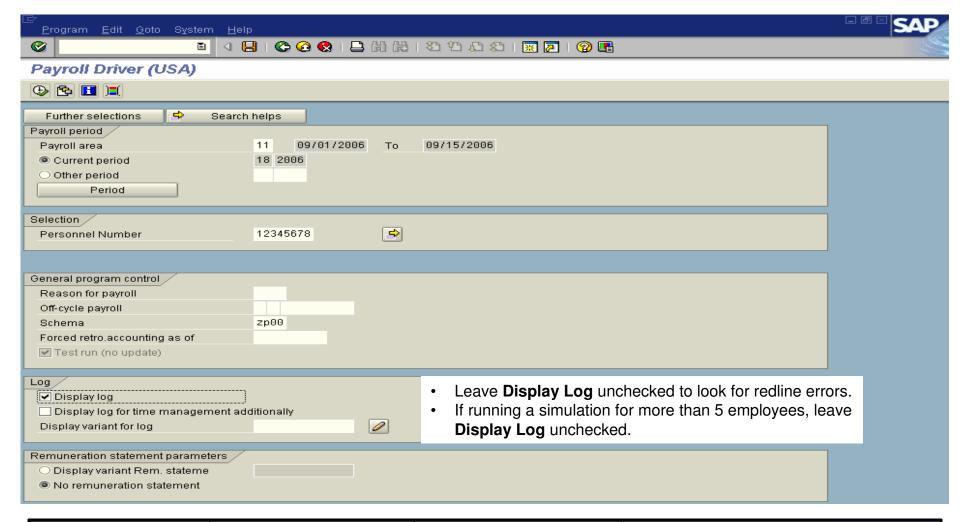| Report Name	PAY1 Report Name	Transaction Code	Use
Run Daily			
Logged Changes in Infotype Data	Daily Transaction Log	**S_AHR_61016380**	Report displays a log of all changes that have been made to Infotype records.

Preemptive Basic Data Check

Further selections	⇨ Search helps	⇨ Sort order

Payroll period

Payroll area	11	09/01/2006	To	09/15/2006
⦿ Current period	18 2006			
○ Other period				

Selection

Personnel Number	12345678	⇨
Employment status		⇨
Personnel area	1110	⇨
Personnel subarea		⇨
Employee group		⇨
Employee subgroup		⇨
Business area		⇨
Organizational unit		⇨

Infotypes Selection

- ☑ Infotype 0001 - Organizational Assignment
- ☑ Infotype 0002 - Personnel Data
- ☑ Infotype 0006 - Addresses
- ☑ Infotype 0007 - Work Schedule
- ☑ Infotype 0008 - Basic Pay
- ☑ Infotype 0009 - Bank Info
- ☑ Infotype 0027 - Cost Distribution
- ☑ Infotype 0041 - Date Specifications
- ☑ Infotype 0167 - Medical Benefits
- ☐ Infotype 0168 - Insurance Benefits
- ☑ Infotype 0169 - Retirement
- ☑ Infotype 0171 - General Benefits
- ☑ Infotype 0207 - Residence Tax Area
- ☐ Infotype 0208 - Work Tax Area
- ☑ Infotype 0209 - Unemployment State
- ☑ Infotype 0210 - Withholding Indo W4/W5 US
- ☑ Infotype 0234 - Add'l Withholding Info. US
- ☐ Infotype 0235 - Other taxes

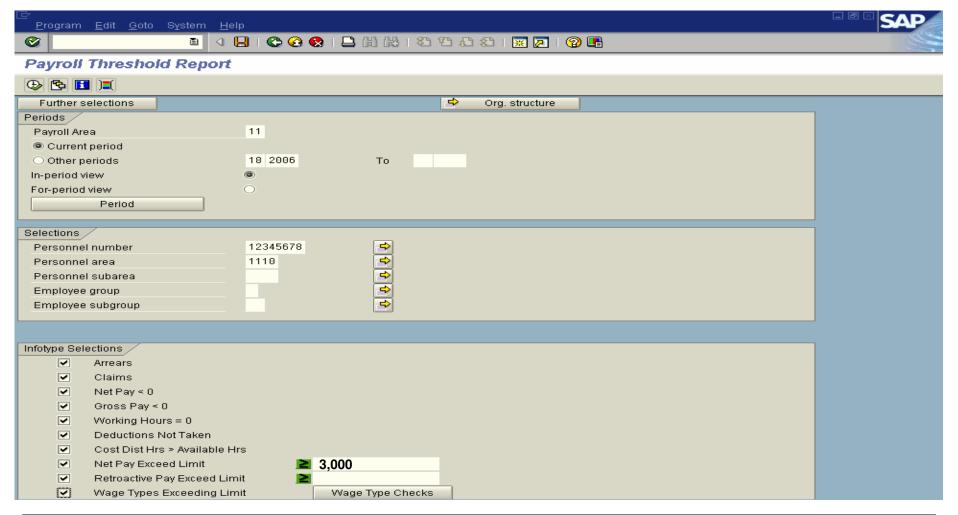| Report Name	PAY1 Report Name	Transaction Code	Use
Run Prior to Payroll			
Basic Info Type Check	N/A	**ZHR_RPTPYN06**	Report displays a list of employees with missing Master Data Infotypes.

Report Name	PAY1 Report Name	Transaction Code	Use
Run Prior to Payroll			
Preemptive Time Data Check	N/A	**ZHR_RPTPYN07**	Displays ZCATA time transfer errors.

Preemptive Compensation Data Check

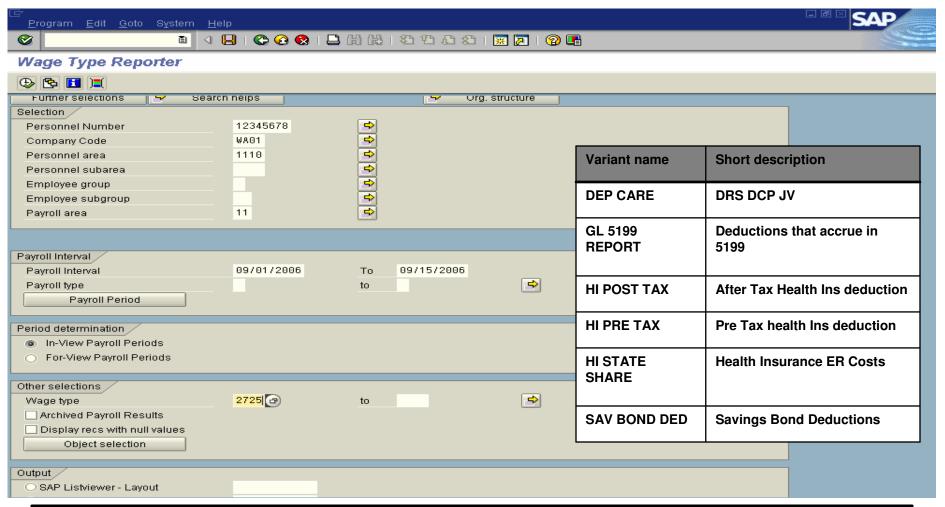| Report Name	PAY1 Report Name	Transaction Code	Use
Run Prior to Payroll			
Preemptive Compensation Data Check	Pay Calculation Exception Report from Pre-Balance printed request	**ZHR_RPTPYN08**	Use to verify that all payroll master data is complete and no exceptions prior to running a simulation. Uses data from a prior payroll period.

Payroll Driver (USA)

Payroll period

Payroll area	11	09/01/2006	To	09/15/2006	
◉ Current period	18 2006				
○ Other period					
Period					

Selection

Personnel Number	12345678	⇨

General program control

Reason for payroll	
Off-cycle payroll	
Schema	zp00
Forced retro.accounting as of	
☑ Test run (no update)	

Log

☑ Display log
☐ Display log for time management additionally
Display variant for log _____ 🖉

- Leave **Display Log** unchecked to look for redline errors.
- If running a simulation for more than 5 employees, leave **Display Log** unchecked.

Remuneration statement parameters

○ Display variant Rem. stateme _____
◉ No remuneration statement

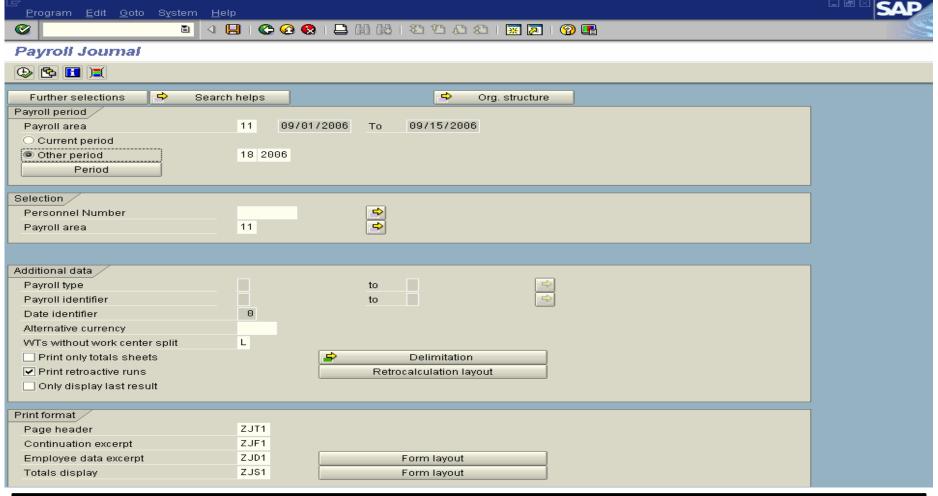| Report Name	PAY1 Report Name	Transaction Code	Use
Run Prior to Payroll			
Payroll Simulation (Process)	Pre-Balance A.33	**PC00_M10_CALC_SIMU**	Use to simulate results for a payroll run prior to payroll being run by DOP

Payroll Threshold Report

Program Edit Goto System Help

| Further selections | Org. structure |

Periods
Payroll Area   11
◉ Current period
○ Other periods   18 2006   To
In-period view   ◉
For-period view   ○
| Period |

Selections
Personnel number   12345678   ➡
Personnel area   1110   ➡
Personnel subarea   ➡
Employee group   ➡
Employee subgroup   ➡

Infotype Selections
☑ Arrears
☑ Claims
☑ Net Pay < 0
☑ Gross Pay < 0
☑ Working Hours = 0
☑ Deductions Not Taken
☑ Cost Dist Hrs > Available Hrs
☑ Net Pay Exceed Limit   ≥ **3,000**
☑ Retroactive Pay Exceed Limit ≥
☑ Wage Types Exceeding Limit | Wage Type Checks |

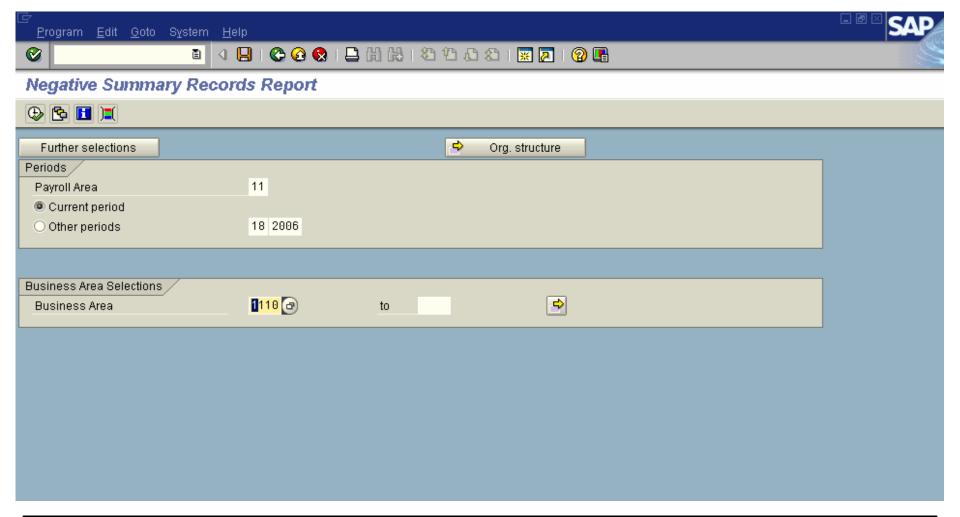| Report Name	PAY1 Report Name	Transaction Code	Use
Run After Payroll is Released for Corrections and Prior to Payroll Exiting			
Payroll Threshold Report	Pay Calculation Exception Report from Payroll process	**ZHR_RPTPYN09**	Use to check the accuracy of a simulated payroll run.

09/27/2006

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Active Employees With No Retirement Deductions Taken

Program	Edit	Goto	System	Help

Active Employees With No Retirement Deductions Taken

Further selections → Search helps → Org. structure

Payroll period

Payroll area	11	09/01/2006	To	09/15/2006
⦿ Current period	18 2006			
○ Other period				

Selection

Personnel Number	12345678	→
Personnel area	1110	→
Personnel subarea		→
Employee group		→
Employee subgroup		→

Report Name	PAY1 Report Name	Transaction Code	Use
Run After Payroll is Released for Corrections and Prior to Payroll Exiting			
Active Employees with No Retirement Deductions Taken	Active Employees with No Retirement Deductions Taken	**ZHR_RPTPY024**	Use to identify employees that did not have retirement subtracted from their pay during a particular payroll period.

Program **Edit** **Goto** **System** **Help**

Wage Type Reporter

Further selections | Search helps | Org. structure

Selection

Personnel Number	12345678
Company Code	WA01
Personnel area	1110
Personnel subarea	
Employee group	
Employee subgroup	
Payroll area	11

Variant name	Short description
DEP CARE	DRS DCP JV
GL 5199 REPORT	Deductions that accrue in 5199
HI POST TAX	After Tax Health Ins deduction
HI PRE TAX	Pre Tax health Ins deduction
HI STATE SHARE	Health Insurance ER Costs
SAV BOND DED	Savings Bond Deductions

Payroll Interval

Payroll Interval	09/01/2006	To	09/15/2006
Payroll type		to	
Payroll Period			

Period determination

- ◉ In-View Payroll Periods
- ○ For-View Payroll Periods

Other selections

Wage type	2725	to	

☐ Archived Payroll Results
☐ Display recs with null values

Object selection

Output

○ SAP Listviewer - Layout

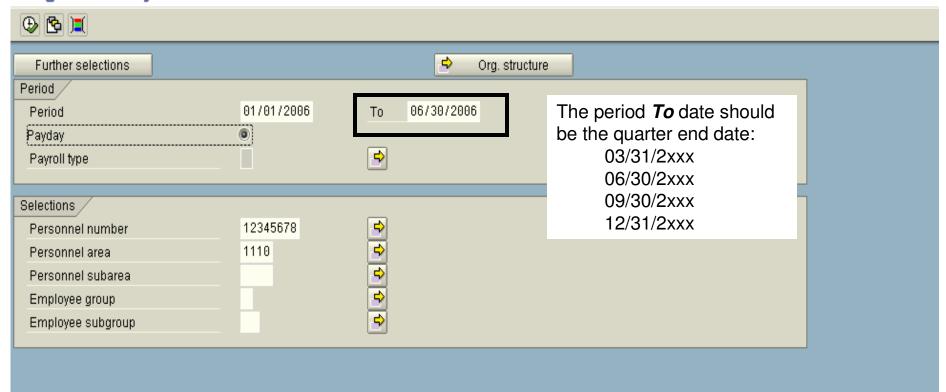| Report Name	PAY1 Report Name	Transaction Code	Use
Run After Payroll is Released for Corrections and Prior to Payroll Exiting			
Wage Type Reporter	Allowance / Reimbursement Summary, Update Savings Bond Reserve	**PC00_M99_CWTR**	Use to run analysis on wage types used in the payroll processed.

Payroll Journal

```
 Program  Edit  Goto  System  Help                                              SAP
```

Payroll Journal

| Further selections | ⇨ | Search helps | | ⇨ | Org. structure |

Payroll period
- Payroll area   11   09/01/2006   To   09/15/2006
- ○ Current period
- ◉ Other period   18 2006
- [Period]

Selection
- Personnel Number
- Payroll area   11

Additional data
- Payroll type   to
- Payroll identifier   to
- Date identifier   0
- Alternative currency
- WTs without work center split   L
- ☐ Print only totals sheets   [⇨ Delimitation]
- ☑ Print retroactive runs   [Retrocalculation layout]
- ☐ Only display last result

Print format
- Page header   ZJT1
- Continuation excerpt   ZJF1
- Employee data excerpt   ZJD1   [Form layout]
- Totals display   ZJS1   [Form layout]

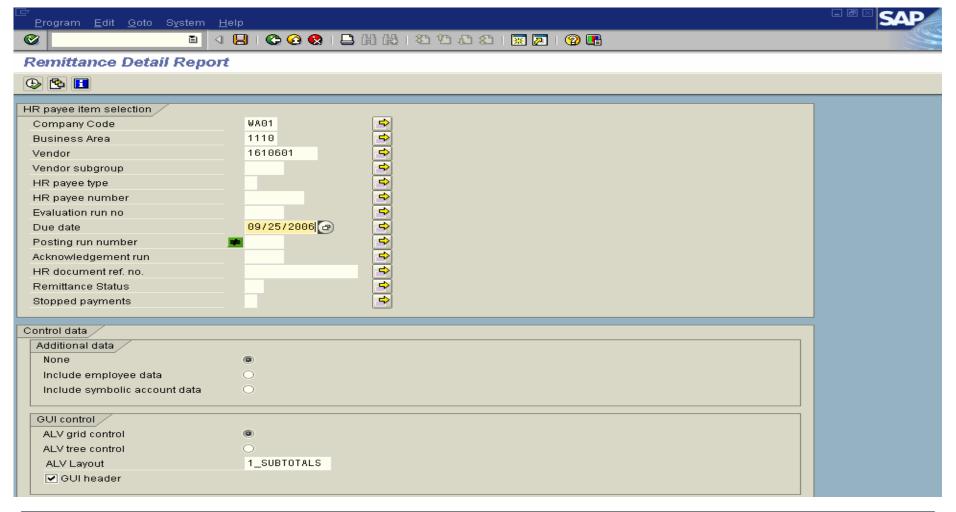| Report Name	PAY1 Report Name	Transaction Code	Use
Run After Payroll is Released for Corrections and Prior to Payroll Exiting			
Payroll Journal	Payroll Register	ZHR_RPTPYN33	Use to verify the earnings and deductions for individual employee or groups of employees in your agency. This report is used for Payroll certification based on the State of Washington Office of Financial Management State Administrative & Accounting Manual (SAAM) Chapter 25.20.30.

Negative Summary Records Report

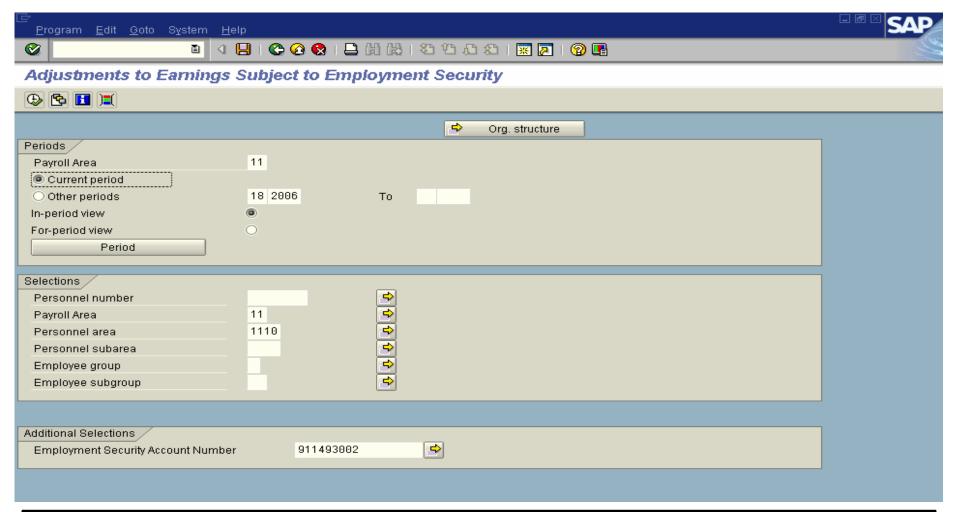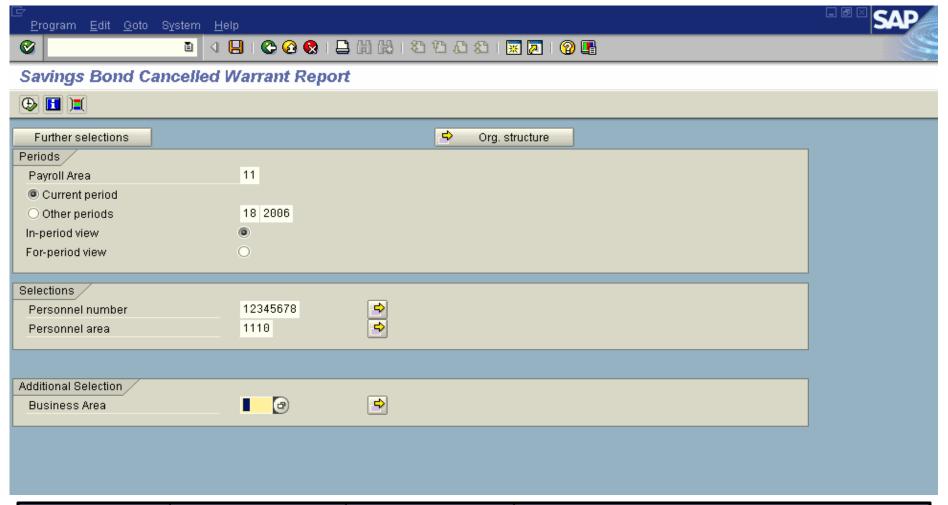| Report Name	PAY1 Report Name	Transaction Code	Use
Run After Payroll is Released for Corrections and Prior to Payroll Exiting			
Negative Summary Records	Negative Summary Records	**ZHR_RPTPY455**	Use to identify any negative third party remittances that may have been generated.

Wages Not Subject to OASI / Medicare

Further selections → **Org. structure**

Period

Period	01/01/2006	To	06/30/2006
Payday	⊙		
Payroll type		→	

The period **To** date should be the quarter end date:
- 03/31/2xxx
- 06/30/2xxx
- 09/30/2xxx
- 12/31/2xxx

Selections

Personnel number	12345678	→
Personnel area	1110	→
Personnel subarea		→
Employee group		→
Employee subgroup		→

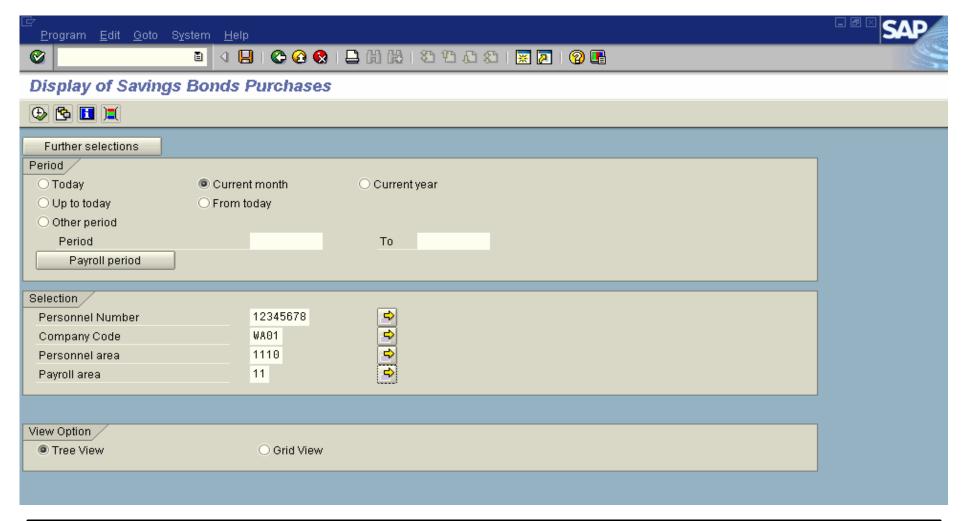| Report Name	PAY1 Report Name	Transaction Code	Use
Run After Payroll is Released for Corrections and Prior to Payroll Exiting			
Wages Not Subject to OASI/Medicare Report	Wages Not Subject To Social Security	**ZHR_RPTPY632**	Use to display employees who have wages not subject to OASI and Medicare. Including employees exempt from OASI (State Patrol), employees over OASI maximum; sick leave buyout not subject due to death or disability; dependent care; and pretax insurance.

Remittance Detail Report

HR payee item selection

Field	Value
Company Code	WA01
Business Area	1110
Vendor	1610601
Vendor subgroup	
HR payee type	
HR payee number	
Evaluation run no	
Due date	09/25/2006
Posting run number	
Acknowledgement run	
HR document ref. no.	
Remittance Status	
Stopped payments	

Control data

Additional data

- ● None
- ○ Include employee data
- ○ Include symbolic account data

GUI control

- ● ALV grid control
- ○ ALV tree control

ALV Layout 1_SUBTOTALS

☑ GUI header

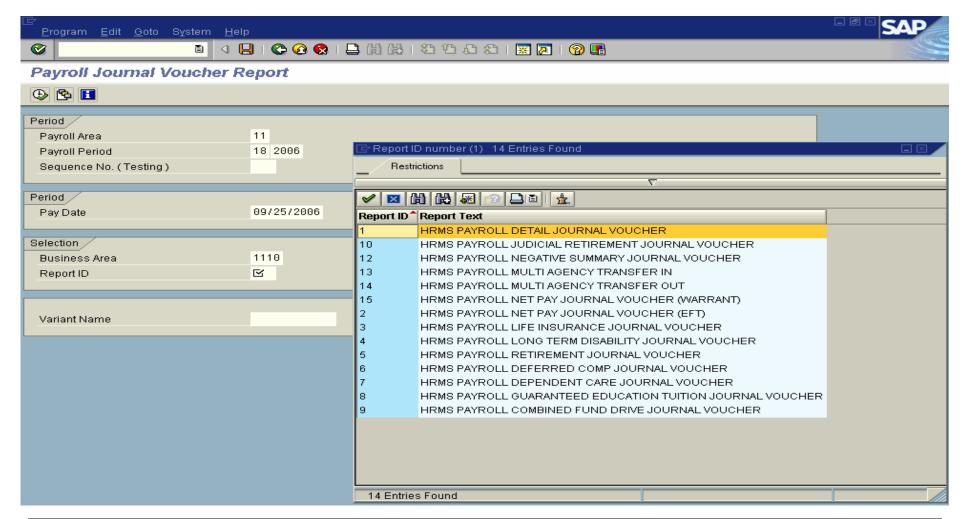| Report Name	PAY1 Report Name	Transaction Code	Use
Run After Payroll is Released for Corrections and Prior to Payroll Exiting			
Remittance Detail	Miscellaneous Deduction Register (MDR)	**PC00_M99_URMR**	Use this procedure to produce a report that provides a list of warrants that are not mailed centrally by OFM.

Adjustments to Earnings Subject to Employment Security

Program Edit Goto System Help

SAP

Org. structure

Periods

Payroll Area	11
● Current period	
○ Other periods	18 2006 To
In-period view	●
For-period view	○
Period	

Selections

Personnel number		➡
Payroll Area	11	➡
Personnel area	1110	➡
Personnel subarea		➡
Employee group		➡
Employee subgroup		➡

Additional Selections

Employment Security Account Number	911493002 ➡

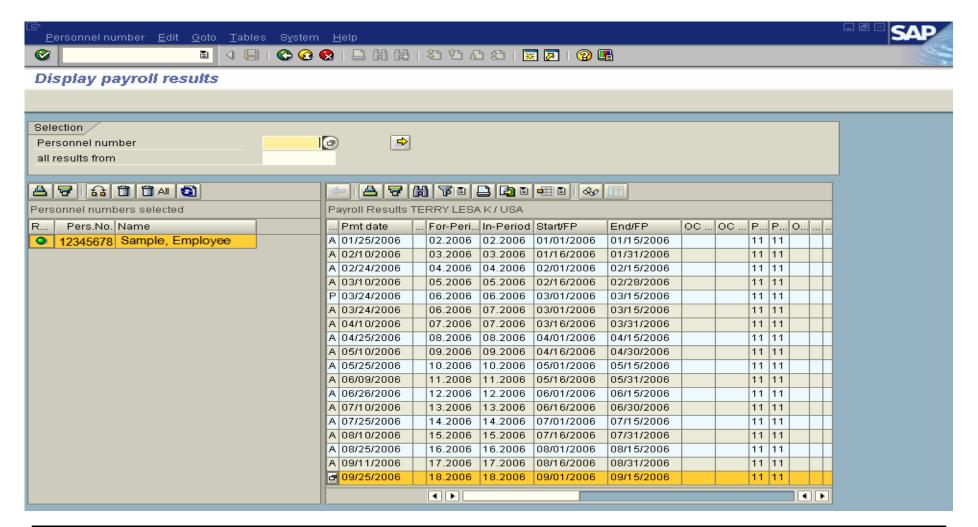| Report Name	PAY1 Report Name	Transaction Code	Use
Run After Payroll is Released for Corrections and Prior to Payroll Exiting			
Adjustments to Earnings Subject to Employment Security	Cancellation of Warrants Issued	**ZHR_RPTPY123**	Report for Employment Security. Report is used to update quarterly Unemployment Insurance data. This report supplements the quarterly interface file ES receives to make any adjustments resulting from warrant cancellations.

Savings Bond Cancelled Warrant Report

Program Edit Goto System Help

Further selections   ➡ Org. structure

Periods

Payroll Area	11
⦿ Current period	
○ Other periods	18 2006
In-period view	⦿
For-period view	○

Selections

Personnel number	12345678
Personnel area	1110

Additional Selection

Business Area	

Report Name	PAY1 Report Name	Transaction Code	Use
Run After Payroll is Released for Corrections and Prior to Payroll Exiting			
Savings Bond Cancelled Warrant Report	Savings Bond Cancelled Warrant Report	**ZHR_RPTPY574**	Use to display the adjusted Bond Reserve Balance for employees with warrant cancellations. SSN, employee name, warrant number, register number, code type, bond reserve balance, deduction amount, and adjusted bond reserve balance.

Display of Savings Bonds Purchases

Program Edit Goto System Help

Further selections

Period

- ○ Today
- ○ Up to today
- ○ Other period
- ◉ Current month
- ○ From today
- ○ Current year

Period [   ]   To [   ]

Payroll period

Selection

Personnel Number	12345678	⇨
Company Code	WA01	⇨
Personnel area	1110	⇨
Payroll area	11	⇨

View Option

- ◉ Tree View
- ○ Grid View

Report Name	PAY1 Report Name	Transaction Code	Use
Run After Payroll is Released for Corrections and Prior to Payroll Exiting			
Display of Saving Bond Purchases	Savings Bond Register Report	**ZHR_RPTPYS10**	Use to display Savings Bonds purchases for an employee. The report includes the number of bonds, bond denomination, bond price and beneficiary name.

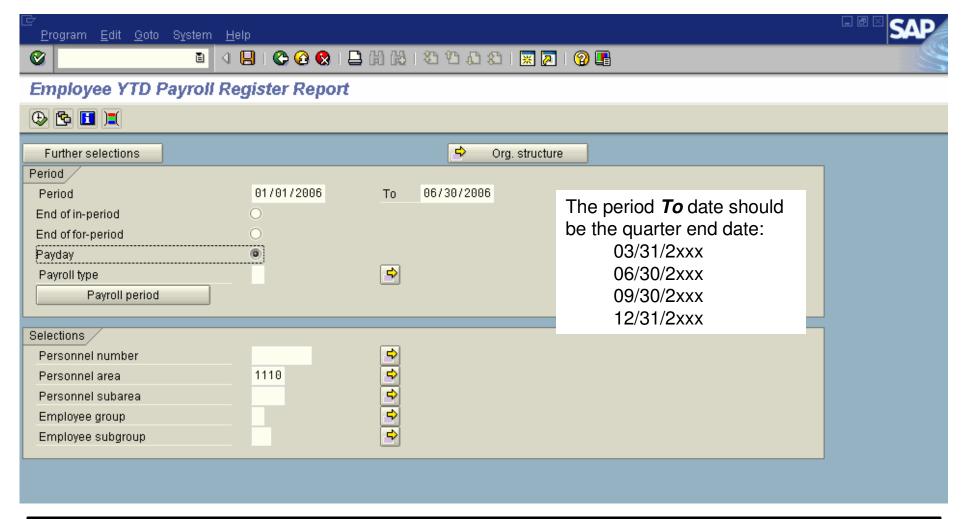| Report Name	PAY1 Report Name	Transaction Code	Use
Run After Payroll is Released for Corrections and Prior to Payroll Exiting			
Payroll Journal Voucher Report	Journal Vouchers	**ZHR_RPTPY376**	Use to display a record of money to transfer between agencies and funds via a Journal Voucher.

Display payroll results

Personnel number Edit Goto Tables System Help

Selection
Personnel number
all results from

Personnel numbers selected

R...	Pers.No.	Name
🔵	12345678	Sample, Employee

Payroll Results TERRY LESA K / USA

...	Pmt date	...	For-Peri...	In-Period	Start/FP	End/FP	OC ...	OC ...	P...	P...	O...	...	...
A	01/25/2006		02.2006	02.2006	01/01/2006	01/15/2006			11	11			
A	02/10/2006		03.2006	03.2006	01/16/2006	01/31/2006			11	11			
A	02/24/2006		04.2006	04.2006	02/01/2006	02/15/2006			11	11			
A	03/10/2006		05.2006	05.2006	02/16/2006	02/28/2006			11	11			
P	03/24/2006		06.2006	06.2006	03/01/2006	03/15/2006			11	11			
A	03/24/2006		06.2006	07.2006	03/01/2006	03/15/2006			11	11			
A	04/10/2006		07.2006	07.2006	03/16/2006	03/31/2006			11	11			
A	04/25/2006		08.2006	08.2006	04/01/2006	04/15/2006			11	11			
A	05/10/2006		09.2006	09.2006	04/16/2006	04/30/2006			11	11			
A	05/25/2006		10.2006	10.2006	05/01/2006	05/15/2006			11	11			
A	06/09/2006		11.2006	11.2006	05/16/2006	05/31/2006			11	11			
A	06/26/2006		12.2006	12.2006	06/01/2006	06/15/2006			11	11			
A	07/10/2006		13.2006	13.2006	06/16/2006	06/30/2006			11	11			
A	07/25/2006		14.2006	14.2006	07/01/2006	07/15/2006			11	11			
A	08/10/2006		15.2006	15.2006	07/16/2006	07/31/2006			11	11			
A	08/25/2006		16.2006	16.2006	08/01/2006	08/15/2006			11	11			
A	09/11/2006		17.2006	17.2006	08/16/2006	08/31/2006			11	11			
	09/25/2006		18.2006	18.2006	09/01/2006	09/15/2006			11	11			

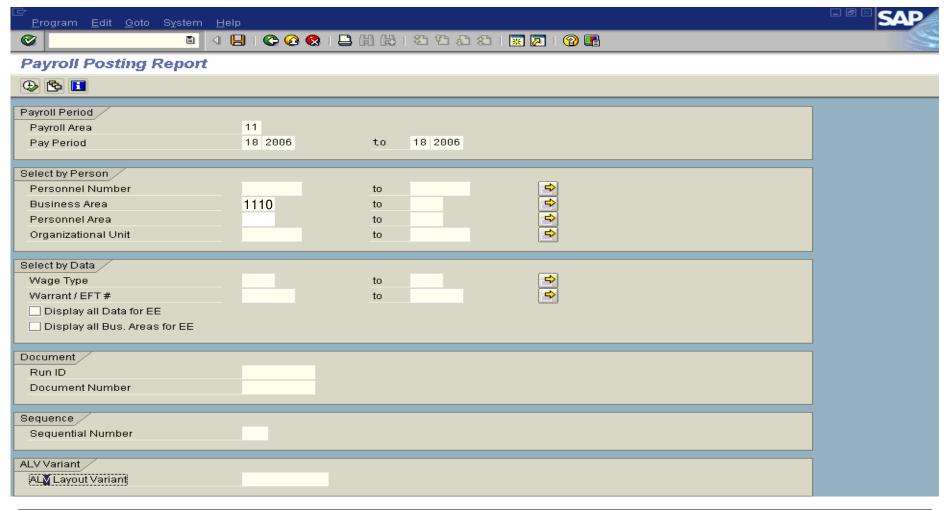| Report Name	PAY1 Report Name	Transaction Code	Use
Run After Payroll is Released for Corrections and Prior to Payroll Exiting			
Payroll Results Table	N/A	**PC_PAYRESULT**	Use to view the payroll results for a specified payroll run.

Accrued and Mandatory Payroll Deduction Reports

Further selections   ➡ Org. structure

Periods

Payroll Area	11
⦿ Current period	
○ Other periods	18 2006 To
In-period view	⦿
For-period view	○

Period

Selections

Personnel number		➡
Personnel area	1110	➡
Personnel subarea		➡
Employee group		➡
Employee subgroup		➡

Select Report Type

Accrued Payroll Deduction Reports
- Medical Aid ⦿
- Court Payments ○

Mandatory Deductions
- Federal Tax ○
- Retirement Plans ○

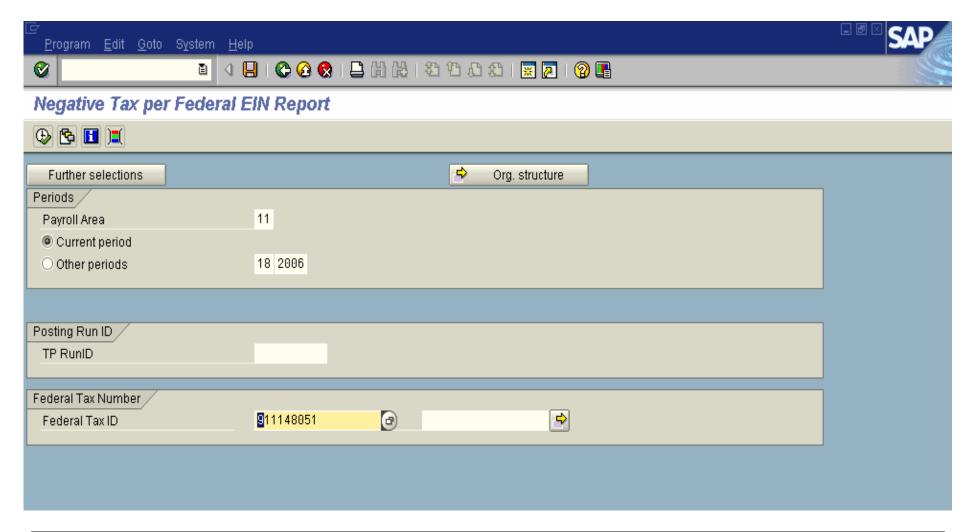| Report Name	PAY1 Report Name	Transaction Code	Use
Run After Payroll is Released for Corrections and Prior to Payroll Exiting			
Accrued and Mandatory Payroll Deduction Reports	Accrued Payroll Deduction Voucher	**ZHR_RPTPY010**	Use to show deductions (including Medical Aid, Social Security, Medicare, Retirement and Garnishments)

09/27/2006

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Warrant / ACH Register and Summary

Program Edit Goto System Help

Further selections   ➡ Org. structure

Periods

Payroll Area	11
◉ Current period	
○ Other periods	
In-period view	◉
For-period view	○

Selections

Personnel number	
Personnel area	1110
Personnel subarea	
Employee group	
Employee subgroup	

Output Controls

- ○ ACH Register
- ○ Warrant Register
- ◉ ACH / Warrant Summary

Report Name	PAY1 Report Name	Transaction Code	Use
Run After Payroll is Released for Corrections and Prior to Payroll Exiting			
Warrant/ACH Register and Summary	Warrant Registers Detail & Fund Summaries	**ZHR_RPTPY635**	Use to display both detail and summary information for warrants and ACH.

Employee YTD Payroll Register Report

Period

Period	01/01/2006	To	06/30/2006
End of in-period	○		
End of for-period	○		
Payday	◉		
Payroll type			

Payroll period

> The period **To** date should be the quarter end date:
> 03/31/2xxx
> 06/30/2xxx
> 09/30/2xxx
> 12/31/2xxx

Selections

Personnel number	
Personnel area	1110
Personnel subarea	
Employee group	
Employee subgroup	

Report Name	PAY1 Report Name	Transaction Code	Use
Run After Payroll is Released for Corrections and Prior to Payroll Exiting			
Employee Year to Date (YTD) Payroll Register	Year to Date Register	**ZHR_RPTPY646**	Use to view detailed results of an employee's year to date total earnings.

Payroll Posting Report

Program Edit Goto System Help

Payroll Posting Report

Payroll Period
Payroll Area	11
Pay Period	18 2006 to 18 2006

Select by Person
Personnel Number		to
Business Area	1110	to
Personnel Area		to
Organizational Unit		to

Select by Data
Wage Type		to
Warrant / EFT #		to

☐ Display all Data for EE
☐ Display all Bus. Areas for EE

Document
Run ID	
Document Number	

Sequence
Sequential Number	

ALV Variant
ALV Layout Variant	

Report Name	PAY1 Report Name	Transaction Code	Use
Run After Payroll is Released for Corrections and Prior to Payroll Exiting			
Payroll Posting Report	Cancelled Warrant Report	**ZHR_RPTPY126**	Use to read the payroll posting data after it has been processed by the Automated Liability Apportionment Solution (ALAS) program. This report displays all the posted entries affected by an employee with a cancelled warrant. Employees having a cancelled warrant can also be identified using report **ZHR_RPTPYN08**

Negative Tax per Federal EIN Report

Program Edit Goto System Help

Further selections   ➡ Org. structure

Periods

Payroll Area   11
◉ Current period
○ Other periods   18 2006

Posting Run ID

TP RunID

Federal Tax Number

Federal Tax ID   911148051

Report Name	PAY1 Report Name	Transaction Code	Use
Run After Payroll is Released for Corrections and Prior to Payroll Exiting			
Tax Link Agency Subs Negative Rejects	Tax link Agency Subs Negative Reject for MMYY	**ZHR_RPTPY600**	Use to find the source of the negative amount(s). This may also prompt the agency to do a prior-quarter adjustment.

09/27/2006